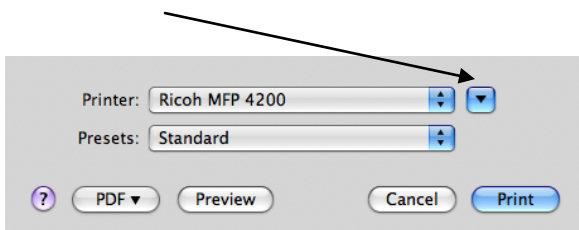


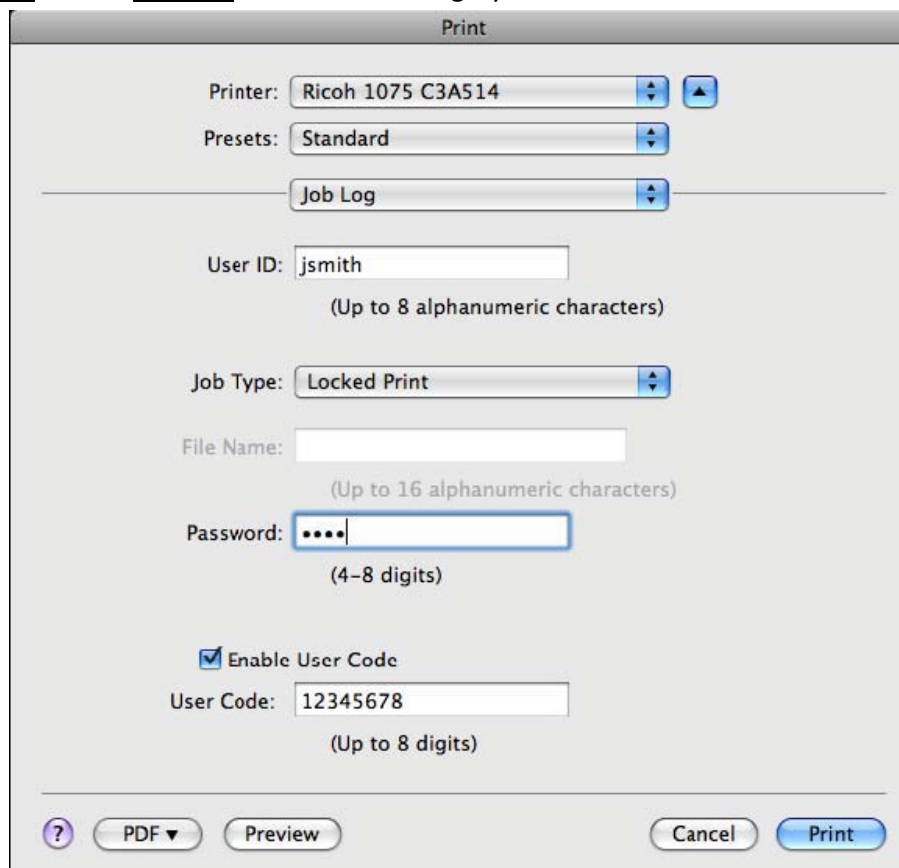
Ricoh MFP Devices: How to “Locked” prints - MACs

1. Open any application (i.e. Safari browser) and select “File” then “Print”
2. Expand printer options by clicking on the blue down arrow to the far right of “Printer: _____”



3. Click on “Copies & Pages” then select “Job Log”
or
Click on “**Preview**” drop down then select “**Job Log**”
4. Enter your username in the “User ID” field
5. Check the “Enable User Code” box
6. Type in your “User Code”
7. Click on “**Job Type**” drop down arrow box and select **Locked Print**
8. Type a name for your document in the “File Name:” box
9. Enter a password (4-8 digits) in the “Password” box
9. Hit the “Enter/Return” key on keyboard
10. Click Print

*Note: If you are using an Intel Core Mac it may be necessary to switch the “Job Type” from Normal to Sample Print back to Normal if the code box is grayed out.

A screenshot of a print dialog box titled 'Print'. The 'Printer:' field is set to 'Ricoh 1075 C3A514' and the 'Presets:' field is set to 'Standard'. The 'Job Log' dropdown menu is expanded. The 'User ID:' field contains 'jsmith' with the note '(Up to 8 alphanumeric characters)'. The 'Job Type:' dropdown menu is set to 'Locked Print'. The 'File Name:' field is empty with the note '(Up to 16 alphanumeric characters)'. The 'Password:' field contains four dots with the note '(4-8 digits)'. The 'Enable User Code' checkbox is checked. The 'User Code:' field contains '12345678' with the note '(Up to 8 digits)'. At the bottom are buttons for '?', 'PDF', 'Preview', 'Cancel', and 'Print'.